



**CAREER OPPORTUNITY
PRISONER PRO SE CASE
ADMINISTRATOR II
CLERK'S OFFICE
PORTLAND DIVISION**

◆ THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Prisoner Pro Se Case Administrator II in the Portland Division. The incumbent receives and maintains case records and helps to maintain pro se litigant case records for the court. The duties of the position are performed in conjunction with, and under the guidance of, the pro se law clerks, the Division Manager, and the Court Support Supervisor. More than one position may be filled by this recruitment.

Representative Duties:

- Receives and reviews incoming documents from incarcerated individuals to determine conformity with appropriate rules, practices, and court requirements.
- Ensures that payment of fees has been received, and proper service of process has been made.
- Scans, docket, and maintains case documents meeting all District requirements.
- Corresponds with petitioners and complainants regarding procedural requirements.
- Provides petitioners with appropriate forms, documents, and information as needed.
- Routes documents to proper offices/persons after acceptance.
- Monitors the flow and timely disposition of prisoner petitions and complaints.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieves case records and makes copies of records for court personnel and others.
- Operates a variety of copying and scanning equipment.
- Checks prisoner filings against National or 9th Circuit three-strike database and enters strikes into database.
- Works with other divisional office personnel to maintain consistency in prisoner pro se filings throughout the District.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of one year of progressively responsible clerical or administrative experience (specialized experience), with at least one year of experience equivalent to work performed in the Judiciary at the CL 24 level. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

◆ SALARY RANGE

This position is classified at a CL 25 (\$39,998 - \$65,055), depending upon the qualifications and experience of the successful candidate. This position has possible promotional opportunity to a CL 26.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program, with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of ten paid holidays per year.
- Time-in-service for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

◆ HOW TO APPLY

To apply, submit a cover letter and chronological resume, together with an Application for Federal Employment and a list of three references to the address below. These items should arrive at the Court no later than 4:30 p.m. on Wednesday, December 1, 2010. The application form is available at the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Clerk's Offices in the Portland, Eugene, and Medford Divisions. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Prisoner Pro Se Case Administrator II

Office of the Clerk
Human Resources Division
U.S. District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division

of the Clerk's Office at (503) 326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

◆ CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for a first-time appointment to a position in the District of Oregon, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

◆ U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, one part-time magistrate judgeship, three recalled magistrate judges, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 70 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.